Name of Program:

Brief Description: “Visitors will…”

Objective/Goals: “Visitors will be able to…”

Staff Representative:

Audience:

Define Outcomes: “Visitors will have…”

LOGISTICS:

Capacity: (Immediate & Aggregate)

Fee for Visitors:

Security Required:

Sponsor/ Partner:

Set up:

Break down:

Cost:

Staffing Requirement: (Delivery & Back of House)

Lodging needed for Staff:

Food & Drink for Staff:

Travel for Staff:

Location:

Amount of Space:

Marketing Needed: (TV, Newspaper, Facebook…)

Materials/ Props:

Transport for Materials/ Props:

Technology: (Laptop, QR codes, Extension cords…)

Rain Options:

Seating:

CONTENT:

Mission Alignment:

Corresponding NEH Theme:

Sense of Place:

Enduring Relationship:

ACTIVITY:

Way Finding:

Physical Comfort:

Multi-Sensory:

Participatory:

Fun/Cool Factor:

ADA Accessible:

Take Away Object/ Follow up:

TIPS FROM PREVIOUS EXPERIENCES/ RESEARCH & REFLECTIONS FROM SIMILAR PROJECTS:

OTHER CONSIDERATIONS:

Assumptions: (4-5,000 Visitors a day)

Define Success: